



MICHAEL C. BARTOLOTTI  
*County Clerk*

PUTNAM COUNTY CLERK'S OFFICE  
County Office Building  
40 Gleneida Avenue  
Carmel, New York 10512  
Tel. (845) 808-1142  
Fax (845) 225-3953

JAMES J. McCONNELL  
*First Deputy County Clerk*

## **DS-82 PASSPORT BOOK AND CARD REQUIREMENTS**

1. Applicant must submit most recently issued U.S. Passport which must be within 15 years of the issue date.
2. Applicant must have been at least 16 years of age when passport was issued.
3. Social Security number is mandatory on application.
4. All applicants' need one color photograph, 2"X 2", full-face view, white background, taken within the past six months. Applicant's image must be centered in the photograph.
5. If name has changed since issuance of previous passport an original or certified copy of the legal document authorizing the change (marriage certificate, divorce decree, court record of name change, etc.) is also required.
6. If you do not meet any of the above requirements you must follow and complete the requirements for DS-11.

## **PASSPORT CARD**

1. Applicants may now apply for a U.S. Passport Card which provides an alternative for traveling by land or sea to Canada, Mexico, the Caribbean and Bermuda. Applicants must follow the same requirements as a passport book.

## **FEE REQUIREMENTS**

1. Applicants using the **DS-82** form: **\$130.00** for a book and **\$30.00** for a card by personal check or money order made payable to **Department of State.**
2. In rare cases where urgent departure is required in at least 15 working days, or Visas are needed for departure, you may be eligible for **Expedited Service.** For Expedited Service an additional fee of **\$60.00,** personal check or money order made payable to **Department of State.,** will ensure processing of the passport within 15 business days.
3. Photographs are available on site for \$10.00 per set of two.

## **HOURS OF OPERATION**

**MONDAY THROUGH FRIDAY 9AM TO 4PM**

**SUMMER HOURS (MID JUNE THROUGH MID SEPTEMBER) 8AM TO 3PM**